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5 December 1952

MEMORANDUM FOR: ALL CABLE USERS

SUBJECT : Distribution of Cables Based on Sensitive Indicators, KAPOK and RYBAT

1. For the information of all concerned the following instructions which govern the distribution of cables bearing the indicators KAPOK and RYBAT have been issued to the Message Center.

2. General. No general rule can be laid down which will provide explicit instructions covering every conceivable situation concerning the distribution of cables with sensitive indicators. In every instance, distribution must be effected using a fine degree of judgment. These instructions, therefore, must be accepted as a guide only. Where it appears that the distribution as prescribed is too great, the cable should be discussed with the Cable Secretary prior to making the distribution.

3. Sensitive Indicators. Sensitive indicators are cryptonyms approved by the appropriate Deputy Director. Those sensitive indicators act to limit distribution of cables containing sensitive operational matters, personnel matters, identities of pseudonyms and cryptonyms and recognition signals. Sensitive indicators are divided into two categories: Basic sensitive indicators and special indicators.

(a) Basic sensitive indicators are KAPOK and RYBAT. These indicators are for general use and serve to limit the distribution of cables as effected within Headquarters by the Message Center. Cables received without such indicators which by content or prior reference warrant treatment as KAPOK or RYBAT will be so handled by the Message Center.

(b) Special sensitive indicators are cryptonyms assigned to various projects which serve to limit the distribution of cables concerning those projects. These indicators are not for general use but are used only by the units acting on the projects concerned.

4. Definition of Principal Staff. On the following pages where reference is made to the "Principal DD/P Staff", this Staff is defined for our purposes as being one of the following: PM, PP, FI, TSS or DD/P-Admin. For our usage, DD/P- I&R and DD/P-PPC are not considered principal staffs for the reason that they act as Special Assistants to the DD/P and it is believed that distribution to the Office of the DD/P suffices to meet the needs of the two offices excluded.

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5. Definition of Principal Office. On the following pages where reference is made to "Principal Office Outside the DD/P Complex", this Office is defined for our purposes as being the Office of Communications, Office of Inspection and Security, Chief, Medical Services, including medics, the DD/I or DD/A and their component units.

6. Distribution Change. Changes in distribution, i.e., furnishing of copies to units not originally included in the distribution for sensitive cables, will be made only upon the direction of or concurrence of the Deputy Director concerned or the action unit. The procedure in these cases will be to accept the request for the distribution change and after ascertaining that the cable concerned is a sensitive cable, call the requestor and ask that he have the action unit make the request upon us for the change or that he furnish us with the name and telephone number of the person in the action unit with whom the change has been coordinated.

7. Request for Extra Copies. The same instructions apply in furnishing extra copies of sensitive cables as are applicable to other cables. The furnishing of extra copies is a service properly performed by Message Center but only to the extent that the service is not misused or the general distribution policy circumvented. Where appropriate, the caller should be advised that FI/RI maintains for a period of 7 months a file of nonsensitive cables by IN and OUT number which may be utilized on a charge-out basis. When it appears that the extra copies requested are necessary they will be furnished. When the reason given does not appear to be valid the caller will be advised that the request is being referred to the Cable Secretary who will handle the matter from that point. Our object is to keep to a minimum the number of such extra copies furnished while at the same time performing an essential service to the Agency.

8. Message Center Responsibility. The distribution of cables based upon sensitive indicators is the responsibility of the Message Center only insofar as effecting the initial distribution. The responsibility for the furnishing of additional copies in making additional distribution or changes in action rests with the action unit or the Deputy Director concerned.

Attachment: Distribution of KAPOK and RYBAT

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